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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC SEP23'19 PM12:48
originally submitted on SEP 9

Name of Traveler: Alexa Green

Employing Office/Committee: Office of US Senator James Risch

Private Sponsor(s) (list all): Heritage Foundation

Travel date(s): October 9-11, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Baltimore, Maryland

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this conference is to deep dive into issues facing Congress in the upcoming year, develop operational skills, and aid in the understanding of process, rules, and procedure. As a scheduler, I am at the core of the office's operations and must strive to ensure my operational skills are impeccable. I also am responsible for keeping my boss posted of votes and other senatorial procedures. This conference will give me the knowledge I need to successfully understand the rules and procedure—things that effect the schedule daily. Attending this conference will make me a greater asset to Senator Risch.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9-23-19

(Date)

Alexa Green

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator James Risch hereby authorize Alexa Green
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9-23-19

(Date)

James Risch

(Signature of Supervising Senator/Officer)